



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

May 31, 2007

FD 30-07

TO: National School Lunch Administrators
Commodity Contact

FROM: Barbara Lado (602) 542-8721
Food Distribution Program

SUBJECT: INVENTORY REPORT DUE - JULY 11, 2007

Please complete the enclosed *USDA Donated Food Inventory Report* on the last day of school, or by June 29, 2007, and return it to the address (or one of the FAX numbers) listed below no later than July 11, 2007.

USDA Donated Food Inventory Reports are now only required at the end of the school year (they are no longer required mid-year/January). **This report is only required from schools that “contract out” the food service operation to a Food Service Management Company.**

Please read the report **INSTRUCTIONS** on *Page 1* and the **NOTE** at the *bottom of Page 3* before you start the actual inventory. If you have items in inventory that are not listed on the first two pages, add them on the third page. If you find it necessary to list items on this third page, please take the time to move the product to the **top of your priority list for use as soon as possible**. We listed the new shipments that were received from USDA in school year 2005-2006 in **bold** on the report; therefore anything that is not bold or has to be written in is possibly **out-dated product**. For information about shelf life go to the USDA Fact Sheets at www.fns.usda.gov/fdd/facts/schfacts/cats.htm. Return the completed, signed, and dated report by mail, or fax, to:

MAILING ADDRESS: **ATTN: Barbara Lado**
Arizona State Depart. Of Education
Food Distribution Program
1535 West Jefferson Street - Bin 7
Phoenix, Arizona 85007

FAX NUMBER: **(602) 542-6978**

If you have questions, please don't hesitate to call me at the number listed above. Thank you for your assistance.

USDA DONATED FOOD INVENTORY REPORT
for
NATIONAL SCHOOL LUNCH PROGRAM

Arizona Department of Education
Child Nutrition Programs
Food Distribution
1535 West Jefferson Street - Bin 7
Phoenix, Arizona 85007
(602) 542-8721 or (800) 352-4558
Fax # (602) 542-6978

DUE DATE: JULY 11, 2007

	<p>_____ We have no USDA Donated Foods inventory at this time. (If applicable)</p>
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INSTRUCTIONS

1. This *USDA Donated Food Inventory Report* must be signed on Page 3 and returned to our office **even though your program may not have USDA Donated Food in inventory at the present time.**
2. If your program has commodities stored off-site in **PRIVATE STORAGE** you must include them in this Report.
3. Do not alter the name of donated foods listed on these pages.
4. Contact the Food Distribution Program at the number listed in the upper left-hand corner when a transfer of commodity is needed or when USDA Donated Foods in your inventory exceed six month's usage.
5. Report only full cases/sacks or equivalent of full cases (whole units). Do not report partial/fractional units unless they will combine to equal a full case/unit.
6. ***USDA Donated Foods Inventory Reports are now due in July each year – no more January reports due*** (new forms will be mailed to you each year). Make a copy of the completed and signed report for your files. A fax copy is acceptable for our records.
7. A physical inventory is to be taken to complete this report. ☐ **Last Day of School** _____ Date or ☐ **June 29, 2007**
8. Add USDA Donated Food items in the blank lines on Page 3 of this report when you have items in inventory that are not already listed.
9. Failure to return this form will result in your school's commodity deliveries being placed on **HOLD** beginning SY 07-08.

COMM CODE	DONATED FOOD	UNIT SIZE	UNITS ON HAND	COMM CODE	DONATED FOOD	UNIT SIZE	UNITS ON HAND
A343	Apples Fresh	37/40#		B020	Cheese Mozz Lite	8/6#	
A346	Apple Slices Frz	1/30#		B028	Cheddar Rdu- Fat Shred	6/5#	
A350	Applesauce Cnd	6/#10		B031	Cheese Ched Shrd Yellow	6/5#	
A360	Apricots Cnd	6/#10		B032	Cheese Ched Shrd White	6/5#	
A061	Beans Green Cnd	6/#10		B035	Cheese Mozz Lite Shred	1/30#	
A079	Beans Pinto Cnd	6/#10		B037	Cheese Mozz Shredded	1/30#	
A085	Beans Refried Cnd	6/#10		B034	Yellow Cheddar	4/10#	
A091	Beans Veg Cnd	6/#10		B065	Cheese Processed Slc	6/5#	
A608	Beef Ground Frz	1/40#		B064	Cheese Processed	6/5#	
A626	Beef Patties 100% Beef	1/40#		B119	Cheese Blend Slc	6/5#	
A366	Blueberries Frz	1/30#		A515	Chicken Cut-up Frz	1/40#	
A100	Carrots Cnd	6/#10		A526	Chicken Breaded Frz	1/30#	

[illegible]

[illegible]

_____ Have you counted all USDA donated foods/commodities at all your storage sites, including Private commercial storage facilities?

_____ Has your completed Report been signed and dated?

_____ Have you made a copy of all applicable pages of the completed report for your files?

(School/Agency Name)

(C-T-D Number)

(Food Service Management Company Name)

(Authorized Signature)

(Phone Number)

(Title)

(Date)

PLEASE NOTE: Only those items that are bolded were used in school year 2005-2006. You need to check the pack dates on items that you write in on the blank lines above – these items should be used as quickly as possible – they may be beyond your Best-If-Used-By dates. This does not mean that the product is bad; however, you do need to check these items carefully to ensure that the product is still in safe, satisfactory condition. If you locate product that is questionable, contact this office for further instructions.